

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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**February 2, 2006**

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the East Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:00 p.m.

**Members Present:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary  
Gary Aman, Owyhee County Sheriff  
Matt Beebe, Commissioner, Canyon County Commission  
Clint Berry, Qwest, Boise  
Bill Bishop, Director, Bureau of Homeland Security  
Ben Estes, Retired Chief, Pocatello Fire Department  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene  
Greg Vickers, Idaho Emergency Medical Services Association (via phone)  
Rich Wills, State Representative and Commission Vice-Chairman

**Members Absent:**

Teresa Baker, Ada County Prosecutor's Office

**Others Present:**

Pam Ahrens, Director, Department of Administration (ADM)  
Joe Roche, Department of Administration  
Lex Rutter, Department of Administration  
Rebecca Fry, Department of Administration  
Robin Finch, Department of Administration  
Les Shadduck, Ada County Sheriff's Office

Nicola Jansen, Ada County Sheriff's Office  
Dodie Collier, Statewide Interoperability Executive Council (SIEC)  
Lorraine Elfering, Canyon County Sheriff's Office  
Scot Maring, Department of Administration

## **Approval of Minutes**

**MOTION: Commissioner Moore moved and Commissioner Lemm seconded that the Commission approve the minutes of the December 1, 2005 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.**

## **Financial Reports**

### **Operating Budget**

Commissioner Moore, Treasurer, presented the financial report. The report shows that the Commission has collected \$56,536.03 in Fiscal Year 2006 (FY06) and has a current balance of \$145,215. Commissioner Moore reminded the Commission that they had agreed at the December 2005 meeting that the FY06 budget allotments may change if the Commission decides to hire a full-time Statewide E911 Coordinator.

**MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the financial report be accepted. The motion passed unanimously.**

## **SIEC Report**

Dodie Collier, representing the Statewide Interoperability Executive Council (SIEC), gave an update on recent SIEC actions. The SIEC last met on January 25, 2006, with the following actions:

- The Outreach Subcommittee has completed their second DVD on interoperability and members of the IECC should be seeing it soon.
- The Policy Subcommittee is working on two documents and both follow the I-C-A-WIN concept that was approved in July 2005. The first is its Strategic Plan that accompanies the I-C-A-WIN concept and the second is its Project Plan Implementation Proposal. Both documents are with the Governor for his review. They are also working on legislation to establish permanent status for the SIEC since it currently only exists under Executive Order.
- The Funding Subcommittee has been making plans in anticipation of the Federal Government making grant funds available for interoperable communications.
- The Technical Subcommittee has hired a consultant via a professional services agreement and is working on two requests for proposal (RFP). The first RFP is for an operational needs assessment and the other is for a design build.
- The SIEC recently participated in a Bureau of Homeland Security training exercise, facilitated by Commissioner Estes, in preparation for the upcoming grant season.
- The next meeting of the SIEC will be February 23, 2006.

## **Rules Presentation**

Commissioner Guilfoxy reported that she had presented the IECC rules to the House and Senate State Affairs Committees during the month of January. Both committees were very receptive and the rules have now gone through the legislative review process. They will become final upon the passage of a concurrent resolution adopting all agency rules and extending all temporary rules at the conclusion of the legislative session.

## **Annual Presentation**

Chairman Nancolas reported that he had presented the IECC Annual Report to the House and Senate State Affairs Committees during the month of January. Both committees were pleased with the progress that has been made by the IECC.

## **Vonage Letter**

The Commission discussed a letter that had been sent to the Governor by Vonage, a Voice over Internet Protocol (VoIP) provider. The discussion was informational only and the Commission agreed that no specific action or response was required nor had been requested. However, it was pointed out in the letter that in several states Vonage was contributing and/or in discussions to develop methods of payment for E-911. The question was asked should Idaho pursue this issue with Vonage. Commissioner Cronin stated that she had received a copy of the letter also and that her letter stated Vonage would soon be contacting her. Chairman Nancolas asked if Commissioner Cronin is contacted by Vonage, that the call be directed to him.

Discussion then centered on the main issue highlighted by the Vonage letter: VoIP is Internet based, the Internet is not taxed, and 911 fees are therefore not collected. Commissioner Berry added that this issue is being discussed at the Federal level and should become more clear by the end of the year. Commissioner Bishop stated that this is an identified problem and our congressional delegation in Washington should be made aware of it. He agreed to draft a letter to take the issue forward.

## **“Next Steps” Subcommittee Report**

Commissioner Moore reported the subcommittee met several times in January and is now prepared to make a recommendation. The recommendation is that a Project Manager be hired to serve as the 911 Coordinator for the State of Idaho. He stated that Director Ahrens has agreed to loan the Commission the position if the Commission can fund it, and there is money in the budget now to hire that person. He further added that the position could be housed in any state government office in Idaho. Commissioner Cronin pointed out that the budget projection for the position, particularly the travel estimate, was based on a Boise location and would have to be adjusted if the position was located elsewhere.

Pam Ahrens, Director of ADM, pointed out that with this decision, the Commission had reached a level where they need to determine the specific details of the position. She added that while ADM had been providing administrative support and financial services to the Commission, it could now provide human resource assistance. She introduced Rebecca Fry, the Human Resource Officer for ADM. Director Ahrens stated that Ms. Fry could assist the Commission in determining the position details and look at issues such as how this position will be evaluated; who will supervise it; whether it should be a classified, non-classified, or limited service position; and, how it should be advertised. Director Ahrens further stated that she could assign someone within ADM to supervise the position and that they could report to the Chair of the IECC for direction.

**MOTION: Commissioner Moore moved and Commissioner Lemm seconded to allow the subcommittee to move forward and work directly with Ms. Fry in developing the final details for the position. The motion passed unanimously.**

Ms. Fry stated that due to the level of work to be required of this position, she recommended that a background investigation be required and that the person be required to submit to drug testing. Director Ahrens added that consideration must also be given to the next phase of this position. As the Commission and requirements evolve, the Commission may find that the requirements of the position may need to change.

The subcommittee will be prepared to present to the Commission their final recommendations for approval at the March meeting.

## **Website Review**

Scot Maring, ADM's staff support to the IECC, reviewed the contents of the IECC website with the Commission and asked for input to make it better. During the discussion, it was pointed out that the term of office for five members of the Commission was due to expire on July 1, 2006, and that the term of office for the elected officials was also due to expire on July 1, 2006. Commissioner Wills added that the represented associations generally turn in at least three names for the Governor to consider for the replacement and the sooner the process is started the better.

**MOTION: Commissioner Cronin moved and Commissioner Moore seconded that the members whose appointments on the Commission expire on July 1, 2006, contact their associations by April 1<sup>st</sup> to ask them to consider nominations to fill the positions. The motion passed unanimously.**

**MOTION: Commissioner Wills moved and Commissioner Cronin seconded that once a subcommittee has completed its assignment, the listing of the subcommittee on the website can be removed. The motion passed unanimously.** Mr. Maring confirmed that the only acting subcommittee is the "Next Steps" subcommittee.

**MOTION: Commissioner Gainor moved and Commissioner Aman seconded that the blank Dispatch Center Profile be replaced with the Executive Summary of the results. The motion passed unanimously.**

It was further decided that a link to each member's association be added to the website and that a link to the E911 Statewide Coordinator job announcement be added once the job is announced.

## **New Business**

### **Future Meeting Coordination**

It was recommended by Commissioner Moore that until work on the E911 Statewide Coordinator position and work with Ms. Fry have been completed, the meetings should be held in Boise.

**MOTION: Commissioner Moore moved and Commissioner Cronin seconded that the next two meetings of the IECC be scheduled for March 2<sup>nd</sup> and April 6<sup>th</sup> with locations in Boise. The motion passed unanimously.**

## **Open Comment Period**

Visitors at the meeting stood up and introduced themselves, but no one had comments to add.

## **Adjournment**

**MOTION: It was moved by Commissioner Aman and seconded by Commissioner Beebe to adjourn the February 2, 2006 Idaho Emergency Communications Commission meeting at 2:27 p.m. The motion passed unanimously.**

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Mayor Garret Nancolas, Chairman  
Idaho E911 Emergency Communications Commission

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Scot R. Maring, Administrative Assistant  
Department of Administration